



Minnesota Board of Marriage and Family Therapy

2829 University Avenue SE, Suite 400

Minneapolis, MN 55414-3222

Telephone: (612) 617-2220 Fax: (612) 617-2221

Email: mft.board@state.mn.us

Website: www.bmft.state.mn.us

Hearing Impaired-Minnesota Relay Service: 1-800-627-3529

Continuing Education – Update from the MN Board of MFT

2015 is a CE reporting year. All LMFTs must complete the required number of Board-approved CE hours prior to license renewal (30 hours if licensed prior to January 1, 2014; a prorated number of hours if licensed after January 1, 2014). Online license renewal will open mid-November 2015. LAMFTs are not subject to CE requirements for license renewal.

Steps to ensure CE compliance:

(1) Check the program information, Board website, or CE Certificate of Attendance to see if the program sponsor obtained Board approval of the course. All approved courses are issued a Board approval number.

(2) If not already approved, submit a **Licensee Application for CE Course Approval** to the Board. The form is available on the Board's website; no filing fee is required for licensees. Do NOT submit Certificates of Attendance with your application. Retain proof of attendance and submit it only if requested by the Board for audit. (The Board does not retain certificates when submitted with an application for CE approval.)

(3) Retain all CE approval notifications sent electronically to you from the Board. These notifications will include your CE approval number. This approval number is licensee-specific and cannot be used by another licensee attending the same CE program.

(4) Prior to license renewal, confirm that you have proof of attendance/completion for the required number of CE hours and Board-issued CE approval numbers for all programs.

*You do NOT need to submit a Licensee Application for CE Approval if the program sponsor has already been issued a Board approval number.

* You do not need to obtain Board approval for CE hours completed in excess of the number required for license renewal (30 hours or a prorated amount). The Board does not track or retain records of total CE hours completed by a licensee. Save yourself some paperwork!

* Plan now. It can take up to 30 days for the Board to review a CE application and send approval notification to the licensee. If you have not received a Board approval notice prior to licensure renewal, you cannot count those hours toward meeting the CE requirement. Licensees who have not completed the required CE hours prior to license renewal must request a CE extension variance and may be subject to audit of CE compliance.

Specific CE information can be found in Minnesota Rule 5300.0320. Consult the Board's website (www.bmft.state.mn.us) for more information or contact the Board if you have a specific CE question (612-617-2220).